

GENERAL INQUIRIES

You may direct general questions to SuperiorCourt.Clerk@co.chelan.wa.us. We will send you an answer as quickly as we can.

You can also contact Kim Morrison or Liz Hayes at 509-667-6380.

E-FILING

Register with E-filing by calling (805)-964-3535 ext: 18 or by completing the on line registration form to obtain a login name and password. You may stipulate to electronic service by completing the attached form. E-mail this form to: info@e-filing.com or fax to 805-683-8525.

Once you have received a login and password complete the following steps to e-file and e-serve.

- 1) Login at e-filing.com and select Civil Filing and Washington State
- 2) Click Submit
- 3) On the next page select county as Chelan and court as Chelan County Court
- 4) Click on File Documents
- 5) After selecting Civil filings click on File a Pleading in Existing Case
- 6) On the next page fill in your customer billing reference number and select the parties to be served by e-service.
- 7) Attach the document to be filed and input the number of pages being attached.
- 8) Click on Submit
- 9) On next page pay for e-filing and e-service by providing necessary information for credit card billing. Cost of e-filing is \$2.50 per submission, cost of e-service, is \$.25 per person for single pleadings, \$.50 per person for multiple pleadings.
- 10) Click on Submit
- 11) You will get a message indicating that your filing is successfully submitted to the court.

ELECTRONIC SERVICE

This Court and State Court Rules authorize electronic service, which is not regular e-mail. Your name will be added to the electronic service list within 24 hours. You will be able to log on and view documents that have been electronically served on you and the Court will have a record of all electronic service. Regular e-mail service is not authorized. Under the Washington State Court Rules you may use traditional service or under GR 30 you may use this electronic service process.

FAX FILING

If you are interested in fax filing go to <http://www.co.chelan.wa.us> . Click on the tab called Electronic Filing, click on the Fax Submission Sheet which includes a promise to

pay. It must be completed and sent with your fax. Fax filing fees are \$3.00 for the first page and \$1.00 per page thereafter.

CHELAN COUNTY CLERKS OPTICAL IMAGING SYSTEM SUBSCRIPTION

You can purchase a subscription to the Imaging System which allows you to view and print documents filed. If you are interested complete and sign the attached contract and send with the monthly fee of \$60.00. Send the contract and fee to Chelan County Clerk, P.O. Box 3025, Wenatchee WA 98807-3025. Once we have received the contract and payment we will set up a user ID and password. You may be required to download a free viewer so the user needs to have that capability. If you have questions you can call Kim Morrison at 509-667-6470 or contact her at kim.morrison@co.chelan.wa.us.

PURCHASE OF INDIVIDUAL DOCUMENTS

If you want to view documents filed in this case you can go to the clerk's web site and click on the tab labeled Court Records Search or Request. This page has a link to a web site that you can access that will allow you to search for a case number and pay for the documents you wish to view or print. <http://64.146.227.65/chelan> You can't view or print until you have paid. The non certified fee is \$.50 per page, and \$4.00 for customized access fee. Certified copies are \$2.00 for the first page and \$1.00 per page thereafter and the \$4.00 customized access fee.

**REGISTRATION AND AGREEMENT FOR E SERVICE, ELECTRONIC FILING
AND
WEB RETRIEVAL**

This agreement is entered by and between _____
hereinafter referred to as Registrant and E-Filing.com, Inc., a Delaware Corporation with
its office at 30 S La Patera Lane, Santa Barbara, CA 93117 hereinafter referred to as E-
filing.

E-filing is providing electronic filing and e Service in **Borders v King County 05-2-00027-3**, and document retrieval on Web for Court cases filed in Chelan County Superior Court in the State of Washington.

The Registrant is desirous of using above services subject to conditions outlined in the agreement, which is available at WWW.E-Filing.com, and is providing the following information for registration purpose only:

Name:

Address:

Company Name:

Company Address:

E-mail address:

Phone Number:

Signature

Date

E-mail this form to: info@e-filing.com or fax to 805-683-8525